

approved

STUDENT LABOR POSITION DESCRIPTION
Pinnacle

Most Recently Updated 03/05/99

Position Title: Editor in Chief
Must work 15 hrs/wk.

I. Grade Level: Unclassified

II. Description:

A. The following are the essential duties for the Editor in Chief of The Pinnacle:

1. Writes editorials, feature and news stories and edits all copy
2. Distributes stories to writers
3. Supervises all writing and layout phases
4. Works with Business Manager to oversee budget and advertising sales
5. Performs other job-related duties as assigned

B. the following are *possible additional* duties for this position:

1. Ensures that all copy is edited and ready for the page during the layout phase
2. Approves all layout techniques and placement, including front page and special sections
3. Oversees the page planning process and the dummied of all ads and specialty publications
4. Supervises all photography assignments and approves the final product
5. See that the workplace and environs are clean

III. Learning Opportunities:

- A. Computer programs
- B. Supervisory and leadership experience
- C. Interpersonal skills through working with diverse groups on campus

IV. Basic Qualifications

- A. General: Journalistic experience and ability to supervise others. The position of Editor in Chief is filled through a Campus Life Committee Selection Process.
- B. Skill: Skilled in all phases of production; in public relations and speaking; knowledge of the Macintosh system
- C. Physical: NA
- D. Academic: Good standing

V. Desirable Qualifications:

- A.** Editing skills; preferably an English major; patience
- B.** Initiative; ability to meet deadlines; good communication skills
- C.** Organizational skills and professionalism

VI. Narrative Summary:

Student wrote editorials, features, and news stories, and distributed stories to writers. Student edited all copy and supervised all phases of production. Student worked with the Business Manager to manage the budget and the sale of advertisements. Student also performs additional tasks as needed.